

**Minutes of a Steering Committee for the  
Neighbourhood Plan Review  
Wednesday 1 May 2019  
at 11:00 am**



Attending: Cllrs W Mack, D Thomas, Mrs D Dolley, Mrs Y Scriven,  
Apologies – Cllr G Vernon

Action By

**1. Kirkwells**

A revised estimate had been received from Kirkwells and copies would be sent to all members YS

YS to write to Kirkwells stating that we were reviewing the situation and grant applications and would come back to them as soon as possible. YS

**2. Grant Applications**

Grants would be open for applications early-mid May. There were three grants available, subject to qualification, £9,000 and a further £8,000 if the NP includes site allocation for housing. There is a further grant of technical support which could be available for site assessments. YS

**3. Revised Programme**

DT submitted an updated programme. See appendix.

**4. Update on revisions to previous NP**

DD and DT had reviewed the text of the previous NP and agreed that amendments should not be made until new or revised policies had been formulated. However, DT felt that Section 2 pages 13-30 provided important Planning context, and should be updated by Kirkwells first to help inform other revisions.

The Vision and Objectives would need to be reviewed. It was suggested that a new survey of residents would be required to help with this.

Current thoughts on topics for potential policies are:

- Avoiding the loss of off-road parking spaces
- Protection of retail premises

**5. Housing Needs Survey**

A useful meeting had taken place with WFDC – see Minutes of meeting of 8 April 2016 attached. Paper copies of the survey would be available on request. Awaiting draft Housing Needs Survey and letter to residents. (Since received information that survey and letter would start on Wednesday 29 May 2019.)

**6. Call for Sites**

Documents need to be prepared to advertise the Call for Sites, and to define the criteria for selecting those potentially acceptable. Criteria will need to reflect

national policy on Rural Exception Sites and the requirement for sustainability (eg close to amenities, on a bus route).

Documents previously used by WFDC would be considered and revised, as the basis for our Call for Sites.

It was agreed to select a small number of possible sites and discuss these options with WFDC, as well as our documents for the Call for Sites.

The Call for Sites is a significant exercise, and could require a dedicated Working Group, including a small number of residents.

7. Date of next meeting to be agreed.

## NP Review

### Draft Timescale & Activities

|  |   |   |   |   |   |   |   |   |   |  |  |
|--|---|---|---|---|---|---|---|---|---|--|--|
| <ul style="list-style-type: none"><li>• Update evidence base</li><li>• Resident survey (NP performance)</li><li>• Review NP performance (planning decisions)</li><li>• Review other NPs</li><li>• Conduct Housing Needs Survey</li><li>• Draft specification and mechanism for conducting the 'Call for Sites'</li><li>• Define criteria for evaluating response to 'Call for Sites'</li></ul> | N | D | J | F | M | A | M | J | J | <ul style="list-style-type: none"><li>• Conduct and analyse 'Call for Sites'</li><li>• Develop Site Allocation policies for accepted site(s)</li><li>• Review/update NP policies</li><li>• Draft revisions to the NP<ul style="list-style-type: none"><li>• evidence base/narrative</li><li>• revised policies</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Prepare/review revised draft NP</li><li>• Sign off by Parish Council</li><li>• Informal consultation (residents)</li><li>• Validate against new WFDC Plan (should be adopted Feb 2020)</li></ul> |
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